

A. DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

- I. The Designated Contractor (DC) will be required to perform a variety of professional services under a Blanket Purchase Agreement (BPA). A Blanket Purchase Agreement is a simplified method of procuring quantities of supplies or services that selected vendors are in a position to furnish, and eliminates the need for more complex acquisition methods.
- II. USAID is seeking senior and mid-level technical advisors in a number of technical areas including (TBD by Mission). The full list of position descriptions is provided in Section B.
- III. Designated Contractors must be resident in (name of country to be inserted).
- IV. This recruitment is for senior and mid-level technical advisors. Senior technical positions require a minimum of ten years of directly relevant prior experience. Mid-level technical positions require a minimum of five years of directly relevant prior experience. In addition to technical skills, we are looking for individuals with outstanding communication skills, including effective oral communication and listening skills, and a demonstrated capacity to author reader-friendly, high-quality technical products/publications.
- V. Designated Contractors must be willing, ready, and able to complete assignments within the designated suspense periods, which will typically range from 15-60 calendar days.
- VI. With each assignment, (Project Order), Designated Contractors shall be tasked to:
- Complete assigned deliverable(s) within a specified time range, typically between 15-60 days, not to exceed 90 days unless approved by Contracting Officer (CO).
 - Upon acceptance of the assignment, the Designated Contractor is responsible for completing the assigned deliverable within the agreed budget. Additional level of effort will only be approved by USAID in the rare circumstances where USAID has specifically provided additional written requirements during the course of the assignment.
- VII. All deliverables will be subjected to a thorough quality assurance review. Deliverables will not be considered final until accepted by USAID's Responsible Technical Officer (RTO). Reports shall bear the name of the Contractor, and shall be prepared in the English language, unless otherwise specified. Draft/final deliverable(s) can be submitted exclusively electronically to the USAID RTO unless specified elsewhere in the project order.
- VIII. During the implementation of each Project Order (PO), the DC is required to submit a progress report to the RTO after the first week of the consultancy and every two weeks thereafter. Each progress report is to contain a summary of work carried out during the period plus any deliverables and is to include a copy of the PO, an invoice for the period covered, and the Consultancy Control Data Sheet. The website address will be provided to the Designated Contractors.

IX. Each Designated Contractor will be contracted by the U.S. Government via a Blanket Purchase Agreement. Each DC will be paid for services rendered and related expenses and other approved fees associated with the Project Order. The Designated Contractors will be paid for authorized services at the following fixed hourly rates or for fixed price deliverables the cost of which will be calculated using these hourly rates:

	Senior Technical Advisor	Mid-Level Technical Advisor
Date of Award - 09/30/12	TBD (Base Year)	TBD (Base Year)
09/30/2012 – 09/30/2013	TBD (Year Two)	TBD (Year Two)
09/30/2012 - 09/30/2014	TBD (Year Three)	TBD (Year Three)

Each order will contain any travel-related expenses necessary for the performance of the work, including travel costs and transportation, per diem or subsistence. Applicable per diem rates shall be in accordance with (relevant Mission policy to be inserted).

X. Each Designated Contractor will receive financial management and payroll services directly from the (insert USAID Mission);

XI. The USAID electronic system and/or related systems will enable individual Designated Contractors to register, enroll, or otherwise effect transition to a secure web-based system (to be modified as appropriate by the USAID Mission);

XII. The (USAID Mission) will provide appropriate Designated Contractor orientation materials covering Designated Contractor-related services only, including travel arrangements for each individual Designated Contractors and instructions on receiving additional support.

XIII. Each Designated Contractor is required to directly submit their individual invoices to the RTO for approval and subsequent reimbursement.

USAID Responsibilities

I. USAID will provide individual Designated Contractor cost authorizations (Project Orders) for each assignment and notify the Designated Contractor of any additional expenses that are authorized, or of any amendments to a Project Order.

III. USAID will provide Project Orders (PO) to the Designated Contractors which contain a clear statement of work and associated deliverables. The Project Order will note the date by which the draft/final deliverables are required. The Project Order, which serves as the Consultancy Assignment and Funding Authorization, also identifies USAID's Responsible Technical Officer (RTO) as the issuer; Consultant's Name; BPA Number; Project Order Number; Date of Assignment; Suspense Date; Title of Consultancy; and funding source information. In addition, the Project Order will show either (1) for fixed price consultancies, the total cost for the work with separate totals for personnel, travel, and all other expenses, with each of these cost categories to include a weekly projection of costs incurred for the anticipated duration of the consultancy; or (2) for time and material consultancies, the number of man-hours authorized, hourly rate, and maximum amount of funds approved for each category of expenses.

B. TECHNICAL ADVISOR POSITION DESCRIPTIONS

(To be inserted by the USAID Mission)

C. APPLICATION REQUIREMENTS

To be considered for this BPA, offerers must submit the following application materials:

Cover Letter: Applicants should submit a brief cover letter clearly identifying the specific position and level (senior/mid-level) the offeror is seeking and an overview of professional qualifications. The cover letter shall not exceed 1 page (12 point font).

Resume: Submitted resumes must demonstrate the educational and professional work experience required to successfully perform the position. Resumes must include contact information for three professional references. The resume should identify any relevant foreign work experience and foreign language skills either at a fluent or professional level, as well as any relevant publications, professional certifications, or other qualifying information. Resumes must not exceed 5 pages (12 point font).

Writing Sample: Applicant should submit one professional writing sample relevant to the position being sought. Only the first 10 pages of the writing sample will be considered to evaluate the candidates written communication skills.

Contractor Employee Biographical Data Sheet (AID 1420-17): Form can be found at <http://www.usaid.gov/forms/>. Offerors are to proposal a Fixed Hourly Rate for base year and each option year. Proposed Fixed Hourly Rate must be supported by salary/rate history in the Biographical Data Sheet.

Application materials must be submitted electronically to the following USAID email address: **(To be inserted). Candidates must clearly identify the position description title for which they are applying in the subject line of the email in order to be considered.**

D. EVALUATION AND SELECTION CRITERIA

USAID will award BPAs to vendors, as needed, based on technical capability/experience, past performance, and communications. Vendors will be initially screened on a pass/fail basis. Vendors rated as passed will be assessed points for past performance and experience. Vendors with an overall score of at least 65 will be considered for issuance of a BPA as described below.

Vendor offers that are determined acceptable/responsive, vendors will be first screened based solely on technical capability and experience. A limited number of top-ranked candidates, by position, will then be screened on the basis of past performance, and communications. Following an assessment of all relevant factors described below, the highest ranked vendors for each position will be offered BPAs. There is no pre-identified number of vendors that will be selected for each position description described in the statement of work.

a. Technical Capability and Experience (60 Points) USAID will evaluate each vendor's technical capability on the basis of its breadth, depth, and relevance to the work that will be required under the prospective BPA. The technical capability will include a review of the vendor's academic and professional qualifications. For the majority of positions, candidates are expected to have a relevant advanced degree. Candidates for senior technical positions must possess a minimum of ten years of directly relevant professional experience. Candidates for mid-level technical positions must possess a minimum of five years of directly relevant professional experience. Vendors with significant prior experience in providing analysis and/or technical assistance in developing countries are highly desirable. As appropriate to the position description, prior professional experience in US counterpart government agencies is also desirable. Professional capability in a relevant foreign language will also be considered for positions which are likely to require a high degree of contact with foreign counterparts.

b. Past Performance (20 Points) Past performance is a measure of the degree to which a vendor satisfied its customers in the past. The USAID will contact some of the vendor's customers to ask whether or not they believe (1) that the vendor was capable, efficient, and effective; (2) that the vendor's performance was of consistently high quality and conformed to the terms and conditions of its contract; (3) that the vendor was professional; and (4) that the vendor was committed to customer satisfaction. In evaluating past performance, USAID will contact some of the references provided by the vendor and other sources of information, including, but not limited to: other government agencies, published media, and electronic data bases. Contractors with recent USAID experience will be evaluated on the performance they provided to USAID.

c.. Communications (20 Points) USAID will assess the vendor's communication skills through the required writing sample and a phone interview.

d. Acceptability. The USAID will determine the acceptability of each offer. An offer is acceptable when the offeror meets the minimum experience/qualification as stated in Section A – Statement of Work and it manifests the vendor's assent, without exception, to the terms and conditions of the solicitation, including attachments and amendments (if any). If a vendor takes exception to any of the terms and conditions of the statement of work, the USAID will consider its offer to be unacceptable.

E. BASIS FOR AWARD

The award will be based on Best Value consideration of all technical and cost/price factors for offerors that score 65 points or higher. Technical is considered significantly more important than cost/price factors.